



1st PTA Executive Committee Meeting

Date: 20 June 2026

Time: 1:30 p.m.

Venue: Podar International School, Mangalore

Next Meeting : 19 September 2026

Agenda

- Welcome and introduction of PTA Executive Committee members.
- Explanation of the objectives, roles, responsibilities, and functioning of the PTA Executive Committee.
- Selection and confirmation of PTA Executive Committee office bearers.
- Discussion on school policies, academic planning, discipline, and school initiatives.
- Parent-school partnership and support for student development.
- Communication procedures and schedule for future PTA Executive Committee meetings.

Discussion

- The meeting began with a welcome address and introduction of all PTA Executive Committee members.
- The objectives, roles, responsibilities, and functioning of the PTA Executive Committee were explained.
- Acceptance letters were distributed and signed by all parent and teacher representatives.
- The Chairperson initiated the selection of the PTA Executive Committee office bearers.
- Ms. Bhavya V. proposed the name of Ms. Smitha Shetty (Parent Representative – Grade 3) for the post of Vice Chairperson. The proposal was seconded by Mr. Girish Kumar.
- Ms. Snehal Ajay (Parent Representative – Grade 5) volunteered for the post of Joint Secretary (I). Her nomination was seconded by Ms. Amitha Raviraj.
- Ms. Prathibha proposed the name of Mr. Ravichandra K. (Parent Representative – Grade 5) for the post of Joint Secretary (II) / Treasurer. The proposal was seconded by Ms. Snehal Ajay.
- As there were no other nominations, all the proposed members were unanimously elected.

- The elected office bearers accepted their responsibilities and expressed their commitment to work collaboratively with the school for the welfare of the students.
- School policies, academic planning, teaching-learning practices, discipline, and parent-school partnership were discussed.
- Members were encouraged to support school programmes and student development.

Decision Taken

- All PTA Executive Committee members accepted their roles and responsibilities.
- The office bearers for the Academic Year 2026–2027 were unanimously approved.
- The committee agreed to support the school in academic planning, discipline, and student welfare.
- All official communication with PTA Executive Committee members will be through email.
- A Google Spreadsheet will be shared with the PTAEK representatives to record class-wise concerns discussed with their respective class members. The concerns will be reviewed and considered for inclusion in the agenda of the next PTAEK meeting.
- The next PTA Executive Committee meeting is tentatively scheduled for 19 September 2026.
- The Chairperson thanked all the members for their active participation, and the meeting concluded with a vote of thanks.

MEMBERS PRESENT

MR. GIRISH KUMAR	PRINCIPAL	PRESENT
MS. PRATEEKSHA SHENOY NAGAR	PARENT REPRESENTATIVE GRADE 1	PRESENT
MR.ROBIN GOYAL	PARENT REPRESENTATIVE GRADE 2	ABSENT
MS. NIJISHA C P	PARENT REPRESENTATIVE GRADE 3	PRESENT

MS. SMITHA SHETTY U	PARENT REPRESENTATIVE GRADE 4	PRESENT
MS. SNEHAL AJAY	PARENT REPRESENTATIVE GRADE 5	PRESENT
MR. RAVICHANDRA K	PARENT REPRESENTATIVE GRADE 6	PRESENT
MS. NITHASHA	PARENT REPRESENTATIVE GRADE 7	PRESENT
MS. MONALI MAHESH BHOSALE	PARENT REPRESENTATIVE GRADE 8	PRESENT
MS. SOWMYA AMIN	PARENT REPRESENTATIVE GRADE 9	PRESENT
MS. SANGEETHA MANIKANTAN	PARENT REPRESENTATIVE GRADE 10	PRESENT
MS. POORNIMA METI	PRIMARY SCHOOL COORDINATOR TEACHER REPRESENTATIVE	PRESENT
MS. AMITHA RAVIRAJ	MIDDLE SCHOOL COORDINATOR TEACHER REPRESENTATIVE	PRESENT
MS. BHAVYA.V	SECONDARY SCHOOL COORDINATOR TEACHER REPRESENTATIVE	PRESENT

MS. JAYALAKSHMI SWAPNA	COORDINATOR (SCHOOL) TEACHER REPRESENTATIVE	PRESENT
MS. PRATHIBHA K	SDP COORDINATOR TEACHER REPRESENTATIVE	PRESENT

Bhavya V
20/08/2026

Mrs. Bhavya
Secretary
PTA Executive Committee
Podar International School.
Mangalore


20/8/2026

Mr. Girish Kumar
Chair Person
PTA Executive Committee
Podar International School.
Mangalore